

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 10-403**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



**25 MARCH 2003**

**Operations**

**DEPLOYMENT PLANNING AND EXECUTION**

**“HOLDOVER”**

***“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 10-403, 9 March 2001, is supplemented as follows:**

This supplement provides AETC-unique requirements to support contingency operations at all levels of command. This publication applies to all AETC units and members. It does not apply to AETC-gained Air National Guard and Air Force Reserve Command units and members. Send comments and proposed changes to this supplement on an Air Force Form 847, **Recommendation for Change of Publication**, to HQ AETC/LGRX, 555 E Street East, Randolph AFB TX 78150-4440. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This instruction is substantially revised and must be completely reviewed.**

1.4.1.8. (Added)(AETC) HQ AETC/LGRX is the command office of primary responsibility (OPR) for implementing this supplement. The OPR will conduct staff assistance visits (SAV) for active duty AETC units on an as requested basis, and the requesting base will normally fund for the temporary duty (TDY). SAV teams are normally composed of members from AETC logistics readiness functions.

**1.4.9. (Added)(AETC) Comptroller.** The AETC Comptroller will:

1.4.9.1. (Added)(AETC) Supervise the administration, tracking, and control of funds in support of deployment operations.

1.4.9.2. (Added)(AETC) Ensure wing comptrollers receive timely guidance on authorized military pay and travel entitlements for personnel deployed in support of contingency operations.

1.4.9.3. (Added)(AETC) Ensure comptroller forces are deployed with the resources (people and equipment) needed to support theater commander objectives.

1.5.1.3. Logistics plans personnel and unit deployment managers (UDM) should be exempt from the resource augmentation duty (READY) program.

1.5.1.5. As a minimum, AETC bases must conduct deployment exercises at least four times during an Air and Space Expeditionary Force (AEF) cycle (such as peacetime deployments, local and higher headquarters exercises, and operational readiness inspections [ORI]), to test the effectiveness and efficiency of all deployment work centers. Installation deployment officers (IDO), deployment work centers, and UDMs should conduct desktop exercises as often as necessary to maintain proficiency with the Integrated Deployment System (IDS). Desktop exercises should utilize the Logistics Module (LOGMOD) Stand-Alone (LSA) (or base-unique backup system), as well as other components of IDS, in addition to the standard LOGMOD system in order to test alternate means of deployment management. Each deployment-task unit will participate in a minimum of two exercises during each AEF cycle. AETC tenant units should identify their exercise requirements to the host unit. The maximum simultaneously deployable requirement for a unit is the sum of all DWS, AWS, DWX, and AWX-coded UTCs across all AEFs. The IDO should download the AFWUS and AEF libraries from the Secret Internet Protocol Router Network (SIPRnet) often (recommend twice a month), in order to ensure all units are aware of their latest UTC requirement.

1.5.2.1. The IDO will provide one copy of the Installation Deployment Plan (IDP) to HQ AETC/LGRX.

1.5.2.9. The IDO will ensure base functional experts develop standardized lesson plans and will ensure dates are scheduled to conduct required training identified in Attachment 5.

1.5.2.11. (Added)(AETC) Will not be assigned additional duties that conflict with primary deployment duty responsibilities (for example, civil engineering readiness officer or mortuary affairs officer).

1.5.6.1. The logistics readiness squadron commander (LRS/CC) will identify unit responsibilities in meeting deployment requirements, to include contracted workloads.

1.5.7.4. (Added)(AETC) Trains and assigns a supply and/or fuels representative (and alternates as required) to the Deployment Control Center (DCC).

1.5.10.5. (Added)(AETC) Trains and assigns a personnel representative (and alternates, as required) to the DCC.

1.6.1.3. Once individuals are assigned to a UTC (either as a primary or alternate), they cannot simultaneously be assigned against any other UTC. At a minimum, annotate the records of the primary AEF-task personnel in the Air Force Personnel Data System Modernization Program (MilMod, previously PC-III) for the length of their AEF commitment.

1.6.1.5. UDMs will not have additional duties assigned if these duties conflict with their primary deployment duties. To the maximum extent possible, assign UDMs from the primary functional area charged with carrying out the designed capabilities of applicable UTCs.

1.6.1.14. The personal readiness folder will contain all required items shown on the AF Form 4005, **Individual Deployment Requirements**, or on the LOGMOD personnel readiness checklist. If the leave and earnings statement (LES) is included, it must be one of the two most recent/current statements.

1.6.1.15. (Added)(AETC) To the maximum extent possible, commanders should not assign additional duty details to personnel assigned to deployment positions and work centers if the additional duty details conflict with their primary deployment duties.

1.6.2.3. Personnel assigned to UTCs coded DWS, AWS, DWX, AWX, DXS, and AXS will receive all deployment training. Personnel assigned to UTCs coded DXX and AXX will receive all training except small arms and chemical warfare training. Provide small arms and chemical warfare training to individuals in DXX and AXX UTCs upon tasking receipt. Train personnel assigned to UTCs according to the following priority sequence: DWS/AWS, DWX/AWX, and then DXS/AXS. Utilize the AEF cycle to prioritize training. Train personnel assigned to UTCs in an earlier AEF before individuals assigned to later AEFs.

1.6.2.5.7. Special qualifications of aircraft maintenance and medical personnel will remain valid throughout the period of deployment.

1.6.3. Units must track completion of training requirements identified in paragraph 1.6.2.2 of the basic instruction as well as all standard immunization requirements (according to AFJI 48-110, *Immunizations and Chemoprophylaxis*).

2.4.1.4. The IDO will determine mobility bag (MOBAG) requirements using the Air Force Wide UTC Availability and Tasking Summary (AFWUS). The IDO will then furnish the requirements to base supply, using the following guidelines:

2.4.1.4.1. (Added)(AETC) Maintain A, B, and C bags for all UTCs coded DWS, AWS, DWX, and AWX, with a 10 percent overage factored into the total MOBAG requirement. Purchase and maintain bags for remaining UTCs if resources permit.

2.4.1.4.2. (Added)(AETC) Maintain masks for all UTCs, with a 5 percent overage factored into the total mask requirement.

2.4.1.5. The IDO will determine weapons requirements, and furnish the requirements to base supply. Units tasked to deploy will work with base supply to set up weapons accounts, and place the weapons on order. Maintain weapons for all UTCs coded DWS, AWS, DWX, and AWX, and for 10 percent of the DXS, AXS, DXX, and AXX UTCs. Maintain M-9s for officers, and M-16s for enlisted unless the MISCAP or other functional guidance dictates otherwise. Medical units will follow guidance in AFI 41-106, *Medical Readiness Planning and Training*, for weapons requirements.

2.4.1.5.1. (Added)(AETC) AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, provides guidance and procedures for obtaining munitions authorizations. Units submit forecasts for munitions requirements through their base Munitions Accountability System Officer (MASO) to the HQ AETC Munitions User Functional Manager who in turn approves munitions allocations. Units must establish a munitions custody account and courtesy storage agreement through the base MASO once they receive an approved munitions allocation.

2.4.1.5.2. (Added)(AETC) In accordance with AFCAT 21-209, *Ground Munitions*, if an individual is required to deploy with small arms ammunition, he or she should deploy with the authorized quantity for the deploying weapon (for example, for nonsecurity forces units, 60 rounds for the M-16, 30 rounds for the M-9), not the allocated quantity. (**NOTE:** AFI 21-201, Chapter 34, lists procedures for deploying munitions and mobility munitions accounts.) In addition, the wing's logistics plans function should coordinate with the MASO for possible consolidation of smaller unit deployment accounts, and the establishment one central point of contact.

2.5.4. Preplanned load plans are not mandatory for AETC units, but are highly recommended for units located on bases suitable for home station airlift. If preplan load plans are generated, the mode of transportation will be the C-17 aircraft. Units will use the LOGMOD movement priority field to prioritize deploying cargo.

2.6.1.2. Provide recommend personnel and manpower IDS data files at least monthly to the IDO.

2.7. Determine manning for the deployment work centers based on the maximum simultaneous deployment requirement identified in paragraph 1.5.1.5 of this supplement, to include continuous (24-hour) coverage if required.

2.7.1. (Added)(AETC) AETC active duty units will send HQ AETC/LGRX a memorandum listing the IDO and assistant IDO, along with DCC, STU-III, and fax numbers. Units will provide updates as changes occur.

2.8.3.1. The ultimate goal for all AETC bases is access to the SIPRnet and secure telephones in deployment work centers; that is, DCC, Cargo Deployment Function (CDF), Personnel Deployment Function (PDF) and Unit Deployment Control Centers (UDCC). Immediate access in the command post or in the unit area is acceptable to meet requirements for units whose deployment work centers do not yet have SIPRnet connectivity.

2.9.1.1. Each transportation unit will have at least one person who is Air Mobility Command (AMC) affiliate-trained on Computer-Aided Load Manifesting (CALM), but the unit must be able to support 24-hour load planning operations if required.

2.9.2. Ensure a contingency vehicle operations function provides vehicles and operators to support deployment requirements. Worksheets for approximate over-the-road travel time to possible aerial port of embarkations (APOE) are no longer required. Establish a local method or checklist for tracking this information.

2.10. Collocate the passenger terminal function of transportation, which is responsible for the processes of passenger manifesting, passenger briefing, troop commander and team chief briefings, holding and loading of passengers and baggage handling, within the PDF area.

2.12.1.4. (Added)(AETC) The IDO will maintain a listing of all deployment work centers (to include unit work centers). As a minimum, the listing will contain the building, room, and phone numbers.

2.12.1.5. (Added)(AETC) Within 90 days after any of the following events, units must publish or review their unit deployment guidance for compliance:

2.12.1.5.1. (Added)(AETC) Activation of a new unit.

2.12.1.5.2. (Added)(AETC) Major change in manpower or equipment authorizations.

2.12.1.5.3. (Added)(AETC) Receipt of deployment guidance or changes thereto from HQ USAF or HQ AETC.

2.12.1.5.4. (Added)(AETC) Unit move or mission design series (MDS) conversion by a tenant unit.

3.2.3. The requirement to place personnel on standby status will be at the wing commander's discretion based on tasking timelines. The wing commander will also determine leave and TDY policies for personnel during their AEF on-call window.

3.4.5. Presentation of a formal deployment concept briefing is at the discretion of the IDO. Document the process used to disseminate key information to units and work centers in the IDP.

3.9.1.4. (Added)(AETC) Submit a unit line number (ULN) departure message when requested by the HQ AETC Crisis Action Team (CAT) or HQ AETC/LGRX. Directions for submission of the message will be provided at execution. See Attachment 15 (Added)(AETC), for a sample message format. Tenant units will pass a departure message to their higher headquarters, as required, with an informational copy to HQ AETC CAT.

3.11.1.1. For deployment exercises, include contingency, exercise, and deployment TDY orders, DD Form 1387-2, **Special Handling Data/Certification**, for classified and sensitive cargo; commercial bills

of lading (CBL), and a truck manifest (for example, transportation control movement document data [TCMD], DD Form 1385, **Cargo Manifest**, or equivalent) prepared by transportation function or deploying unit as appropriate. **NOTE:** Cargo that is both sensitive and hazardous (such as small arms ammunition) requires the Shipper's Declaration for Dangerous Goods form *and* DD Form 1387-2. During an actual deployment or contingency, the deploying unit must complete an original Shipper's Declaration for Dangerous Goods form to certify all hazardous cargo, in accordance with AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*. However, during local deployment exercises, a copy of the Shipper's Declaration for Dangerous Goods form may be used in lieu of an original form due to cost. (In all cases, complete an original DD Form 1387-2.)

4.1.1.1. The use of a UTC team chief is optional, except for medical units.

4.2.2. During local exercises not involving actual movement of cargo, it is not necessary to drain or purge fuel or other fluids from vehicles and equipment. However, the documentation must reflect the correct data required for actual deployment.

4.2.2.3. Munitions will be shipped in accordance with USTRANSCOM/HQ AMC policy messages, DoD 4500.9-R, *Defense Transportation Regulation*, AMCI 24-101, Volume 15, *Baggage Regulation*, and AFMAN 24-204(I).

4.3.2.1.8. (Added)(AETC) The transportation control number (TCN) for unit move and deployment cargo will be constructed in accordance with DoD 4500.9R, Part II, appendix CC-4, paragraph 5. See Figure 4.1 (Added)(AETC), this supplement, for a sample TCN (including an Air Force-specific explanation).

**Figure 4.1. (Added)(AETC) Sample TCN.**

POSITION NUMBER: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

SAMPLE TCN: F | V 3 L A L \$ \$ | B 1 | 0 0 0 1 | 0 | X X

TCN Position/Explanation

1	Service code (F-Air Force).
2-8	Enter the ULN, beginning in position 2 and filling any unused positions with a dollar (\$) special character.
9-10	Deployment echelon code. For non-cargo items that require a TCN (for example, weapons and ammo shipped as excess baggage) use 00 (zero, zero).
11-14	Increment number.
15	Always enter a zero.
16-17	Split/partial shipment or complete shipment unit indicator.

4.3.2.1.9. (Added)(AETC) For unit move and deployment cargo markings, items loaded into increments (such as boxes onto pallets or crates loaded into vehicles) will have two lines of markings as follows:

4.3.2.1.9.1. (Added)(AETC) Line one: the UTC and unit of assignment (for example, QFEB C and 12 SFS)

4.3.2.1.9.2. (Added)(AETC) Line two: the increment number, including the deployment echelon and its subincrement as applicable (for example, T2-0001 or T2-0001-01). **NOTE:** The ULN is no longer required on palletized containers (items on a pallet), but it is still required to annotate on the placard or DD Form 1387, **Military Shipment Label**, and include in the TCN 463L pallets, or identify other

standalone items (for example, equipment or rolling stock with a DD Form 1387 [completed according to DoD 4500.9-R] or a placard).

#### **7.8. (Added)(AETC) Forms Adopted:**

7.8.1. (Added)(AETC) DD Form 1385, **Cargo Manifest**

7.8.2. (Added)(AETC) DD Form 1387, **Military Shipment Label**

7.8.3. (Added)(AETC) DD Form 1387-2, **Special Handling Data/Certification**

7.8.4. (Added)(AETC) AF Form 847, **Recommendation for Change of Publication**

7.8.5. (Added)(AETC) AF Form 4005, **Individual Deployment Requirements**

**NOTE: The following are added to Attachment 1:**

#### ***References (Added)(AETC)***

DoD 4500.9R, *Defense Transportation Regulation (DTR)*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFJI 48-110, *Immunizations and Chemoprophylaxis*

AFI 41-106, *Medical Readiness Planning and Training*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 37-139, *Records Disposition Schedule*

AFCAT 21-209, *Ground Munitions*

AMCI 24-101, Volume 15, *Baggage Regulation*

#### ***Abbreviations and Acronyms (Added)(AETC)***

**AEF**—Air and Space Expeditionary Force

**AMC**—Air Mobility Command

**APOE**—aerial port of embarkation

**CAT**—crisis action team

**CBL**—commercial bill of lading

**IDP**—Installation Deployment Plan

**LES**—leave and earning statement

**MASO**—munitions accountability systems officer

**MDS**—mission design series

**MilMod**—Air Force Personnel Data System Modernization Program

**ORI**—operational readiness inspection

**SAV**—staff assistance visit

**SIPRnet**—Secret Internet Protocol Router Network

**TCMD**—transportation control movement document

**UDCC**—unit deployment control center

***Terms (Added)(AETC)***

**AWS**—AWS UTCs contain authorizations available for requirements across the spectrum of conflict. ULN in AEF libraries will begin with a "2."

**AWX**—AWX UTCs can normally be made available during levels of increased conflict. ULN in AEF libraries will begin with a "6."

**AXS** - AXS UTCs are normally available within their rotation but may not be available during levels of increased conflict because of commitments to wartime tasks such as CAT duty. ULN in AEF libraries will begin with a "4."

**AXX**—AXX are UTCs intended for unit commander use only. Can be made available during surge operations with commander approval. ULN in AEF libraries will begin with an "8."

**DWS**—DWS UTCs are available to support the full spectrum of requirements within their aligned AEF libraries. ULN in AEF libraries will begin with a "1."

**DWX**—DWX UTCs are not normally available to support AEF steady state rotational requirements within their aligned AEF library; however, they can be made available during surge operations. ULN in AEF libraries will begin with a "5."

**DXS**—DXS UTCs can normally deploy in support of AEF requirements within their assigned rotation. ULN in AEF libraries will begin with a "3."

**DXX**—DXX UTCs have the capability to meet the MISCAP of the UTC, but the UTC is not normally available for deployment, unless approved by the commander. ULN in AEF libraries will begin with a "7."

JOE F. HARRISON, Colonel, USAF  
Deputy Director of Logistics

***1 Attachment (Added)(AETC)***

15. ULN Departure Message

## Attachment 15 (Added)(AETC)

## SAMPLE ULN DEPARTURE MESSAGE

YOUR UNIT XXXX AFB XX//DCC//

HQ AETC RANDOLPH AFB TX//CAT/LGRX//

UNCLAS

SUBJECT: ULN DEPARTURE FOR XXXWG, XXXX AFB XX

1. THE FOLLOWING ARE DEPARTURES FROM XXXX AFB, XXXWG FOR 1 AUG 02:

A. PERSONNEL:

MISSION	ULN	NAME	GRD	SSAN
G00561	VLAB	SMITH, JOHN C.	E-5	123-45-6789
G00561	VLAB	JONES, JOHN P.	E-3	234-56-7890

B. CARGO:

MISSION	ULN	TCN	DESCRIPTION
G00561	VLAB	FVLAB\$\$\$B100010XX	6K FORKLIFT
G00561	VLAB	FVLAB\$\$\$B100020XX	PALLET

2. SCHEDULED AIRLIFT FOR THE NEXT 24 HOURS (IF KNOWN) AND SOURCE OF INFORMATION.

A. PERSONNEL:

MISSION	ULN	NAME	GR	SSAN
			D	
M00232	VLAC	WILLIAMS, ROBERT T.	O-3	345-67-8901
M0023	VLAC	JOHNSON, PETER S.	E-6	456-78-9012

B. CARGO:

MISSION	ULN	TCN	DESCRIPTION
A00223	VLDC1	FVLDC1\$\$S100010XX	6K FORKLIFT
A00223	VLDC1	FVLDC1\$\$T200010XX	PALLET

3. REMARKS--OUTSIZED REQUIREMENTS, ETC.

4. POC IS SMSGT R. A. MCLINTOCK, XXXWG/DCC, DSN 555-2121.

CAPT HILLKINGOF, IDO, DCC, 555-2121

UNCLAS